P-CARD USER MANUAL

ADDING A NEW USER

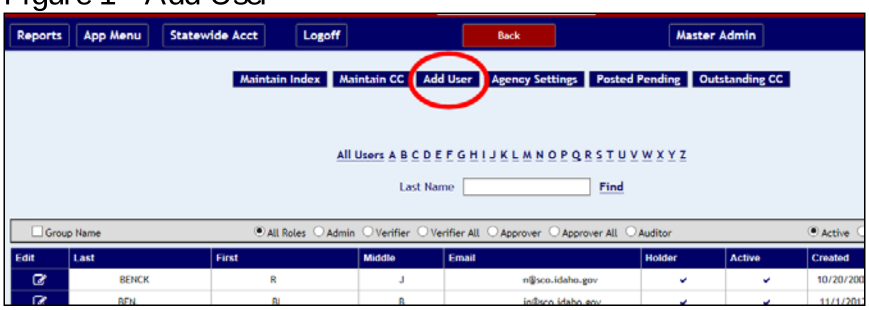
INTRODUCTION

Administrators should add users to the P-Card application and make them active users before actually giving them P-Card. This ensures that transactions they might make with a new card will appear in the P-Card application. To request a card for a new user, contact the Department of Administration, Division of Purchasing at 208.332.1608.

ADD A NEW USER

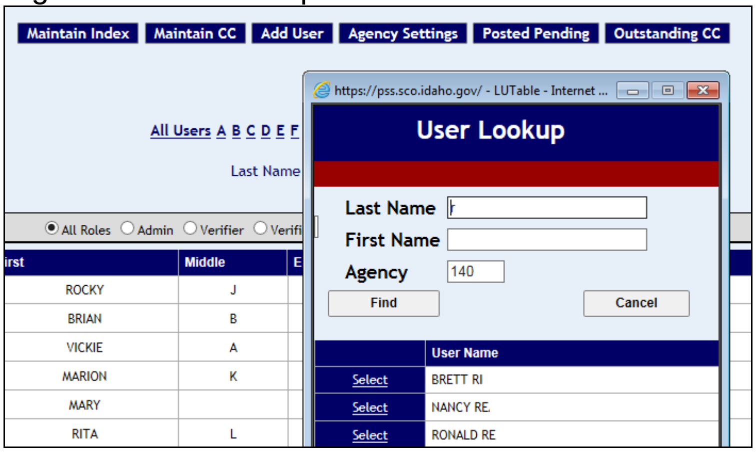
1. On the P-Card main menu, select **Admin**, then select **Add User**.

Figure 1 - Add User



2. The **User Lookup** menu will appear. Type the last name of the new user in the **Last Name** field <u>or</u> the first name in the **First Name** field. (You can type the first few letters of a user's name if you are not sure exactly how it is spelled.)
   a. To add an employee <u>from</u> another agency, type the last and/or first name and enter their agency number in the **Agency** field. Do not add an employee from your agency <u>to</u> another agency number.
   b. To add a user to multiple agencies, log in to each agency, enter the **Last Name** and enter the agency number of the user.
3. Click **Find**. If the user cannot be found, contact your payroll administrator to make sure that the user has been added to state payroll records.
   - Check if the user's actual last name is hyphenated or has apostrophes. P-Card does not recognize these, so try using just the <u>first name</u> in the lookup.
   - Also be sure the user has given you their name as it appears on SCO payroll records, **not** their nickname or middle name and last name.

Figure 2 - User Lookup

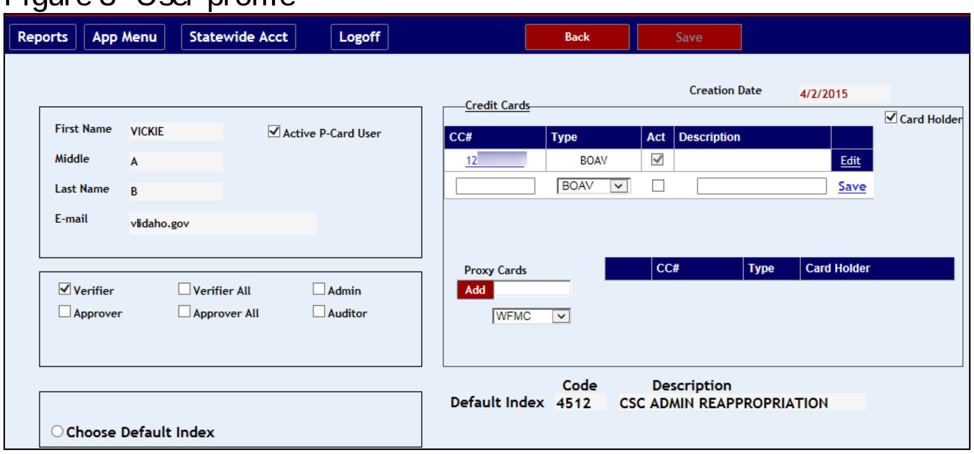


4. Click **Select** next to the user's name to add and then click **OK** to confirm adding the user.

SET UP A NEW USER

After selecting a new user from the **User Lookup**, a configuration screen will be displayed to set up the user. The user configuration screen is essentially made up of four sections: the user information, user roles (or security), P-Card details, and default PCA/Index assignments.

Figure 3- User profile



VERIFY USER INFORMATION

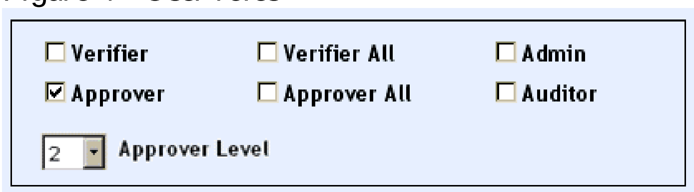
The name and e-mail of the user will be filled in from the **Add User** look up.

1. Verify the user information. If it is not correct, contact your payroll administrator to make sure that the user has been added to state payroll records
2. Select **Active P-Card User** to give the user access and use the P-Card application as a verifier or approver.

ASSIGN USER ROLES

Assign user roles to determine what the user can do in the P-Card application. Only an **Active P-Card User** can access and use the P-Card application as a verifier, approver, or administrator.

Figure 4 - User roles



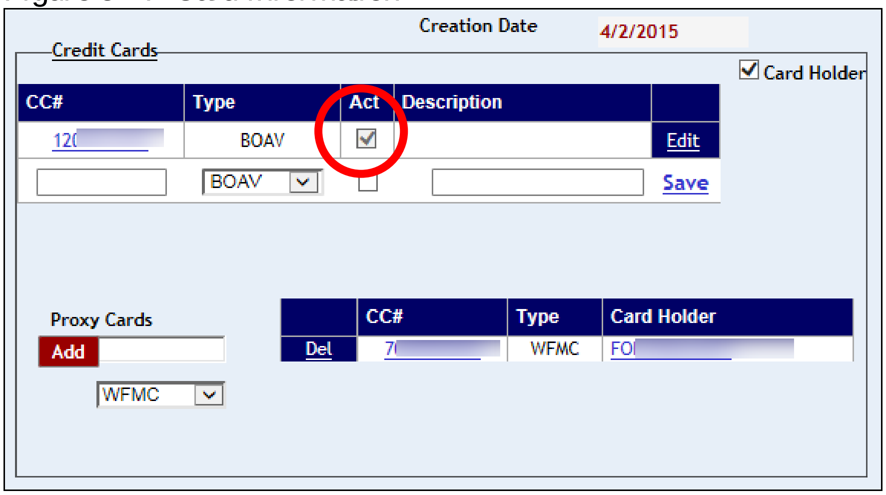
1. Select the approver, verifier, or administrator roles for the user. The options are:
   - **Verifier** - validates that the purchase recorded is valid and correct. For many agencies, the card holder is the Verifier. However, you can designate an alternate employee as a Verifier. Verifiers of multiple cards will be able to select transactions by individual card holder name and card number. Can also be a proxy verifier.
   - **Verifier All –** same functions as a Verifier but the Verifier All can verify transactions from all card holders.
   - **Approver** - approves the transmittal and the attached documentation for appropriateness of the expenditure, accuracy of the fiscal coding, etc. Approvers can approve transmittals for the level they are assigned and below. The final approver is the last approver of the transmittal before it is submitted to STARS. (Agencies must have at least one approval level.) NOTE: To restrict users from approving their own transactions at any approval level, select **Agency Settings** on the main Administrator screen and click **Restrict User** (this affects all users).
   - **Approver All –** same functions as an Approver but the Approver All can approve transmittals from all card holders.
   - **Admin –** gives a user full P-Card application administrator function. It is recommended to have at least two users added for this role so that one can serve as a backup.
   - **Auditor –** auditors can view transactions and transmittals but do not have any capability to verify, approve, add, or make changes to users. Auditors can run all reports.
2. Select the **Approval Level** when you select **Approver** or **Approver All**. (The agency will determine what approval levels are needed and ask the State Controller's Office to create them.)

   Each transmittal must be approved by each approval level. Thus, by assigning different approvers to different approval levels, you can help maintain internal controls for your business process.

ADD AND ACTIVATE A P-CARD

1. Check the **Card Holder** check box if the user is the actual holder of the P-Card you are entering. If they are a proxy verifier, but not a card holder, leave unchecked.

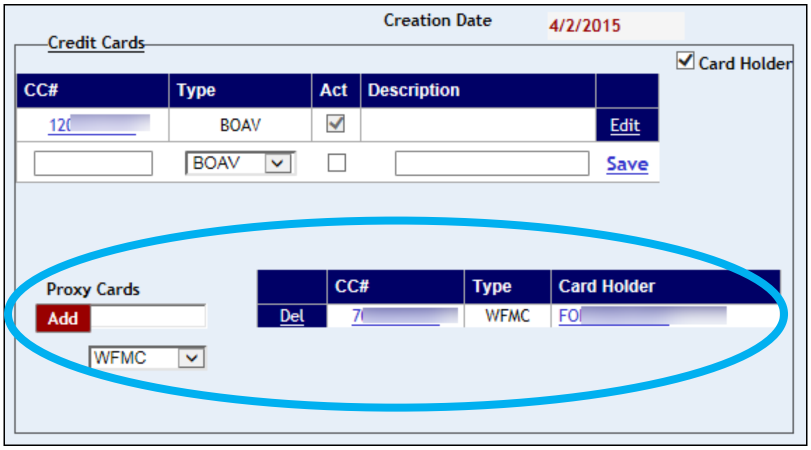
Figure 5 - P-Card information



2. Enter the last ten digits of the card number in the **CC#** field. You must enter an actual credit card number.
3. Select the card **Type – WFMC** for MasterCard or **BOAV** for VISA card.
4. Check the **Act** (Active) check box to make the card active in order to populate bank transactions into the application, and allow verifiers and approvers to process the transactions of that card. Do not uncheck the **Act** check box (making the card inactive) until all transactions have arrived from the bank and are verified and approved.
   - If a card is lost or stolen, leave the lost/stolen card **active** until all the transactions are received from the bank – including any credits - and then change the card to inactive.
   - If a card exists for a proxy user but the proxy user was not set up properly, and the card is then marked **Inactive**, P-Card reports may not accurately report the actual card holder.
   - The **Delete** button is no longer functional, although it appears as if it is. Contact the DSA Helpline to request assistance. However, if you ask for a card to be deleted, you will lose the transaction history for the card because you delete the record.
5. Enter a **Description** if desired. Do not use special characters or symbols, such as **&**, ', **“**, <, and \.
6. Click **Save** next to the card information.

ADD A PROXY CARD

To add a proxy card number, enter the last ten digits of the card number in the **Proxy Cards** field and click **Add**. Do not add the proxy card to the list of card holder Credit Card numbers.



The card number and card holder for whom the new user will be a proxy will be displayed. Adding the card number to the user makes the user a proxy verifier – this person can verify transactions on that card in place of the card holder.

When you add or update a user to be a proxy verifier, you assign a *card* to the *user*. If you want to assign existing P-Card *users* to a *card*, use the **Maintain CC** screen. See Maintaining Credit Cards and Proxy Verifiers for more information.

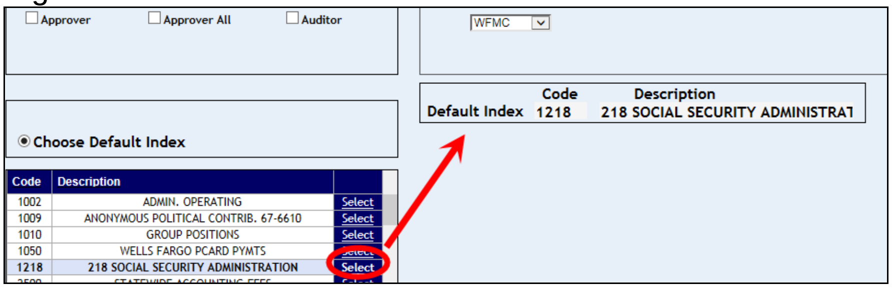
ADD DEFAULT PCA/INDEX AND ASSIGN APPROVAL PCA/INDEX

Choose a Default Index or PCA for the card holder. This will automatically fill in the PCA/Index code for the card in the Verifier's transaction grid. Since PCA/Index codes can look up other fiscal codes, those other fiscal codes will also be automatically filled in when the PCA or Index is entered.

A **Default Index or PCA** is required only for a *card holder*, but you can also assign **Approval Indexes, PCAs,** or **Locations** to Approvers, which restricts their ability to approve only transmittals with those assigned PCAs, Indexes, or Locations.

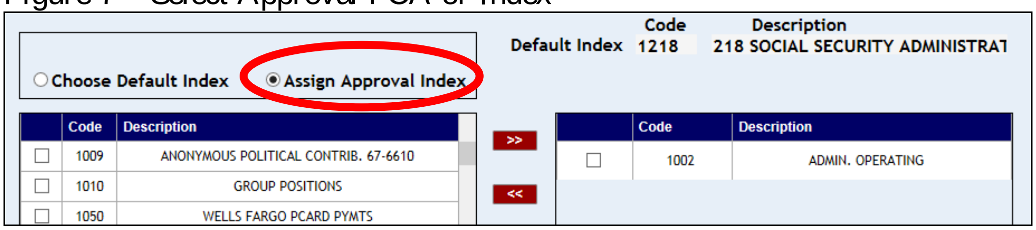
1. If setting up a card holder and card number, select **Choose Default PCA** or **Choose Default Index** (the choice displayed depends on your agency structure) to assign a default PCA or Index to the card holder/card number.
2. Click **Select** next to the Index or PCA needed. The **Default PCA/Index** will be added.

Figure 6 - Default PCA/Index



3. If setting up an Approver/Approver All, you can also select **Assign Approval PCA** or **Assign Approval Index** so that they can only approve transactions that are coded with a specific PCA or Index. Do not assign a PCA or Index if you want the approver to be able to approve all PCAs or Indexes.
4. Check the check box next to the PCAs or Indexes you want to assign to the approver. (If you do not see any PCAs or Indexes, verify the **BFY** is current on the **Agency** screen.)

Figure 7 – Select Approval PCA or Index



5. Click the right arrow icon to assign the selected PCAs or Indexes. (To remove a PCA/Index, check the check box of an assigned PCA/Index and click the left arrow icon).
6. After the user configuration is complete, click **Save** (on the top menu).